# Google Docs Keyboard Commands

* **CTRL+/** – Open a list of keyboard shortcuts in Google Docs
* **CTRL+C** – Copy text to the clipboard
* **CTRL+X** – Cut text to the clipboard
* **CTRL+V** – Paste text from the clipboard to a designated area in the document
* **CTRL+SHIFT+V** – Paste text from the clipboard without including the formatting from the original document (also known as Paste Special)
* **CTRL+Z** – Undo last action or task
* **CTRL+Y** – Repeat last action or task
* **CTRL+K** – Insert or edit link
* **ALT+ENTER** – Open link
* **CTRL+S** – Save (Every change is automatically saved in Google Drive)
* **CTRL+P** – Print document
* **CTRL+O** – Open document
* **CTRL+F** – Find text in a document
* **CTRL+H** – Find and replace
* **CTRL+ENTER** – Insert page break
* CTRL+B – Bold
* **CTRL+I** – Italicize
* **CTRL+U** – Underline
* **CTRL+ALT+C** – Copy text formatting
* **CTRL+ALT+V** – Paste text formatting
* **CTRL+\** – Clear text formatting
* **CTRL+SHIFT+> –** Increase font size
* **CTRL+SHIFT+<** – Decrease font size
* **CTRL+ALT+0** (on the number row) – Apply normal text style
* **CTRL+ALT+[1-6]** – Apply heading style [1-6]
* **CTRL+SHIFT+L** – Left align
* **CTRL+SHIFT+E** – Center align
* **CTRL+SHIFT+R** – Right align
* CTRL+SHIFT+J – Justify
* **CTRL+SHIFT+7** (on the number row) – Create a numbered list
* **CTRL+SHIFT+8** (on the number row) – Create a bulleted list
* **CTRL+ALT+Z** – Enable screen reader support